

**IDAHO BOARD OF ACUPUNCTURE**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 4/26/2019**

**BOARD MEMBERS PRESENT:** Charles W Raymond - Chair  
Gretchen A Huettig  
Marlene F Strong  
John Downey

**BOARD MEMBERS ABSENT:** Ethan S Fisher

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Debbie Toncray, Technical Records Specialist II

The meeting was called to order at 1:00 PM MDT by Charles W Raymond.

**INTRODUCTIONS**

Mr. Krema was introduced to the Board members as the Bureau's new general counsel.

**APPROVAL OF MINUTES**

Dr. Downey made a motion to approve the minutes of 1/11/2019. Ms. Strong requested a correction be made to her name listed within the minutes from "Mr." to Ms. Strong. It was seconded by Ms. Strong. Motion carried.

**LEGISLATIVE REPORT**

Ms. Packer presented a legislative update. She explained the changes which will be made to the Board's applications and website for applicants who are active duty military, veterans, and their spouses as a result of H248 being signed into law. She updated the Board on the status of its administrative rules and the procedure by which those will remain in effect after June 30.

**PROPOSED LAWS AND RULES**

Mr. McQuade updated the Board on the Red Tape Reduction Act and the Bureau's process to review each Board's rules over the next two years.

**FINANCIAL REPORT**

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$79,201.00 as of 3/31/2019.

**RECONSIDERATION OF BOARD DECISIONS**

Mr. Krema discussed the reconsideration process with the Board. Ms. Huettig made a motion to authorize the Board chair to review requests for reconsideration between

meetings and to appoint a designee in his absence. It was seconded by Ms. Strong. Motion carried.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

### **REVIEW PROPOSED TRAINEE/SUPERVISOR APPLICATION FORMS**

The Board reviewed the proposed revisions to the trainee permit application and the new supervisor application forms. The Board agreed that an adequate record of supervision needed to be listed on the supervisor affidavit form under #6. The Board agreed that the following be included in accordance with Rule 404.02: protocol, steps taken in training for diagnosis and treatment plans, and case study information (case studies being submitted when complete). Ms. Huettig made a motion to approve the new supervisor application form and the revisions to the trainee permit application, and to authorize the Board chair to review and approve the form. It was seconded by Ms. Strong. Motion carried.

### **DISCUSSION: CONTINUING EDUCATION WAIVERS**

The Board discussed the process of reviewing continuing education waivers. Ms. Strong made a motion to authorize the Board chair to review and approve special exemptions for CE between face-to-face meetings or to convene a Board meeting to review the CE waiver requests. It was seconded by Ms. Huettig.

## **CORRESPONDENCE**

### **ACUPOINT INJECTION – LICENSEE AND ATTORNEY LETTERS**

The Board reviewed correspondence from Dr. Monte Gores and Caitlin O'Brien, attorney at law, regarding acupoint injection. The Board agreed that acupoint injection is outside the scope of practice. Ms. Huettig made a motion to authorize Mr. Crema to draft a letter and have the Board chair review and approve it. It was seconded by Ms. Strong. Motion carried.

### **CALIFORNIA RECIPROCITY INFORMATION**

The Board reviewed correspondence from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) regarding a new certification eligibility route for acupuncturists in California: *NCCAOM Reciprocal Certification for California Licensed Acupuncturists*. The Board agreed no action was required at this time.

## **EXECUTIVE SESSION**

Ms. Strong made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Huettig. The vote was: Mr. Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

Ms. Strong made a motion to come out of executive session. It was seconded by Ms. Huettig. The vote was: Mr. Raymond, aye; Ms. Huettig, aye; Ms. Strong, aye; and Dr. Downey, aye. Motion carried.

## **APPLICATIONS**

Ms. Huettig made a motion to approve the following for licensure:

ACUA-359 Jonathan Sasser

It was seconded by Ms. Strong. Motion carried.

Ms. Huettig made a motion to approve the following pending receipt of additional information:

Applicant ID 901165367

It was seconded by Ms. Strong. Motion carried.

## **CE COURSES**

Ms. Huettig made a motion to approve the following CE course:

**WINTER YANG SHENG QIGONG (CATEGORY I)**  
IDAHO ACUPUNCTURE ASSOCIATION

It was seconded by Ms. Strong. Motion carried.

**NEXT MEETING** was scheduled for June 28, 2019 at 1:00 PM MDT.

## **ADJOURNMENT**

Ms. Strong made a motion to adjourn the meeting at 3:40 PM MDT. It was seconded by Ms. Huettig. Motion carried.

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Charles W Raymond, Chair

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Gretchen A Huettig

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Marlene F Strong

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John Downey

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Ethan S Fisher

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Kelley Packer, Bureau Chief